



Rescue Squad Assistance Fund (RSAF) Post-Award Webinar

Award Period: January 01, 2022 – December 31, 2022

Topics

1. RSAF Overview
2. Award Documents
3. Activities & Target Dates
4. Payment Process
5. Regulations & Compliance
6. Modifications & Extensions
7. Close Out
8. Q&A



RSAF Purpose

The mission of RSAF is to financially assist eligible Emergency Medical Service agencies to purchase EMS equipment and vehicles and provide needed EMS programs and projects pursuant to §§ 32.1-12, 32.1-111.4, and 32.1-111.3 of the Code of Virginia.

- Award Period: January 01, 2022 - December 31, 2022

Funding Areas (12VAC5-31-2830):

1. Establishment of a new EMS agency, program, or service where needed to improve EMS offered in an area;
2. Expansion or improvement of an existing EMS agency, program, or service;
3. Replacement of equipment or procurement of new equipment; or
4. Establishment, expansion or improvement of EMS training programs

So You Got The Award...Now What?

Your agency's application was selected based upon the funding level, quantity, and conditions assigned by FARC and approved by the Commissioner of Health.

- Application
- Award Letter
- Memorandum of Agreement (MOA)

Review the Award Letter

The award letter provides a snapshot of all the major points regarding your agency's award, including:

- Award Size
- Funding Level
- Equipment Quantity
- Award Conditions
- Period of Performance
- Target Dates



Sign the MOA

The MOA is the official document authorizing payment for the activities and conditions outlined in the Award Letter.

- You must e-sign the MOA by 5 p.m. Eastern Standard Time (EST) on Monday, February 28, 2022.
- Once reviewed and approved by OEMS, you can begin the process of ordering equipment.

You cannot upload an invoice until the MOA is approved.

Target Dates

By March 01:

- Submit MOA
- Order equipment
- Register as a vendor in eVA

By August 01:

- Upload invoice
- Upload Commonwealth W-9

By March 01, 2023:

- Submit final report



Create a File for Your Award

The application, award letter, and signed MOA are official records of your agency's award. Keep them close at hand.

Additionally, you'll want to add the following documents to your award file:

- Communications with the Vendor
- Invoice(s)
- Commonwealth W-9
- Additional documentation required by grant

RSAF Payment Process




eVA - Virginia's eProcurement Marketplace

eVA is the Commonwealth of Virginia's Procurement System. Thus, any entity who does business with the commonwealth must be registered as a vendor to receive payment, even if it is in the form of an award.



Commonwealth Substitute W-9



Form W-9 Commonwealth of Virginia Substitute W-9 Form Revised December 2017	Request for Taxpayer Identification Number and Certification	
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Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ► Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Uploading Invoices & Other Documents

You must upload a copy of the invoice for the awarded equipment.

- You must also upload the W-9 and other documents required in your award letter.

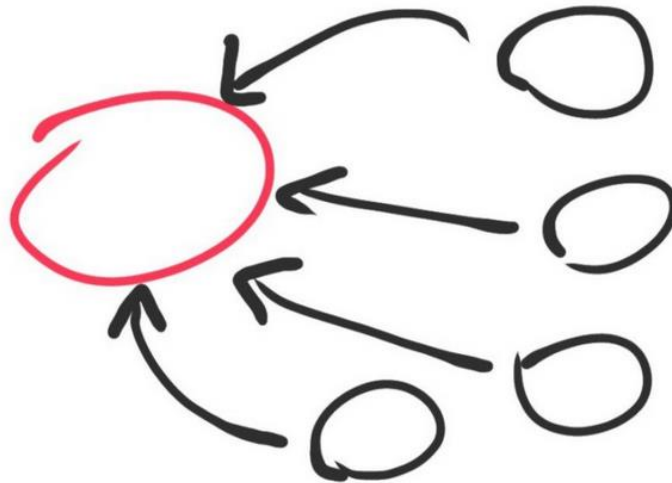
An Invoice is a business document that itemizes and records a transaction between a buyer and a seller.

It is NOT:

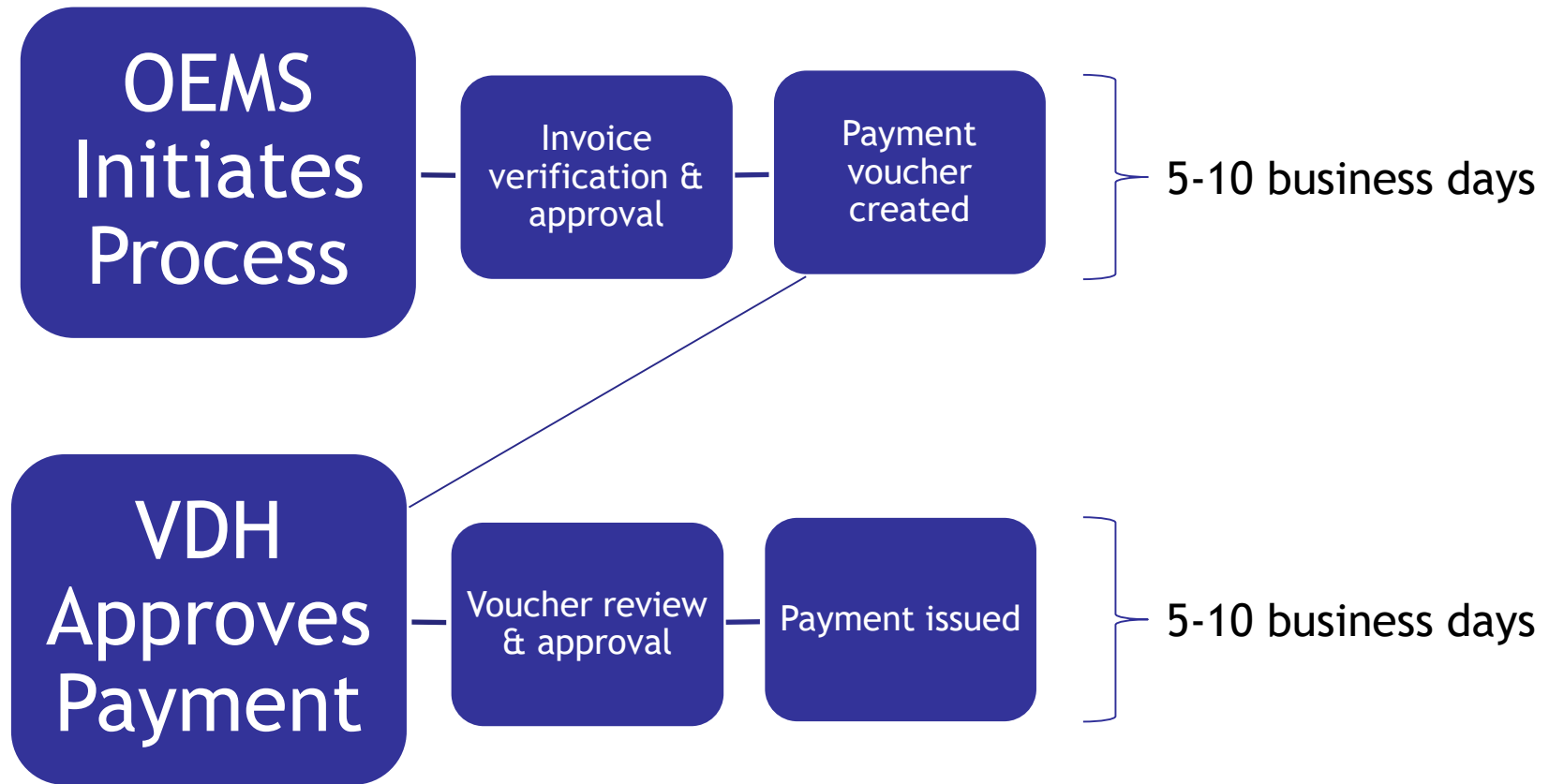
- A quote
- A picture of a check
- An order receipt

Remittance Address Verification

If the address listed on your agency's award letter does not match any of the other documents uploaded, you may be asked to verify a remittance (billing) address.



Payment Process & Timeline



Navigating E-GIFT

E-GIFT is a role based system, meaning your access and ability to add or change documents is based upon your role. There are three roles:

- Authorized Agent
- Financial Officer
- Operational Medical Director

Only the Authorized Agent has the access and ability to do post-award activities (uploading invoices, signing the MOA, final report, etc.)

E-GIFT Tabs and Screens

You can access the screens necessary to manage your award from the main EMS Portal Page. Click on the E-GIFT Icon at the bottom of your screen to access the main grants page.

Use the GRANTS MANAGEMENT tab, to request modifications, extensions, and submit invoices and other documents.

Use the GRANT DOCUMENTS tab, to access the award documents.

Registration & Licensure

All equipment and vehicles must be titled, registered, and licensed per the conditions listed in the award letter.

If you are awarded an ambulance, you must complete the “manage vehicles” tab in VPHIB.

Equipment Verification

The OEMS Program Representative for your region will verify your equipment is in place, titled, and registered.

OEMS will send stickers for equipment with acknowledgement requirements. If you do not receive these stickers by June 30, contact OEMS Grants Unit.

Regulations & Compliance



Responsibilities of the Grantee

Grantee shall not discriminate in the provisions of its services or in the conduct of its business affairs on the basis of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law. By accepting this grant, the grantee certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act.

Responsibilities of the Grantee (cont.)

Grantee must comply with Part VIII Financial Assistance for Emergency Medical Services regulations. The grantee shall be responsible for ensuring that item(s) purchased in whole or in part with the use of state moneys comply with these regulations.

Responsibilities of the Grantee (cont.)

Grantee shall be responsible for the preparation and maintenance of proper accounting records that shall be maintained for a period six (6) years from the end of the grant period. These records shall be subject to and available for inspection by this agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

Responsibilities of the Grantee (cont.)

Grantee shall continue to provide services to the citizens and community served within the Commonwealth that meet the goals and objectives of the Code of Virginia §32.1-111.3 in developing a comprehensive, coordinated, statewide emergency medical care system.

Responsibilities of the Grantee (cont.)

Grantee shall continue to provide services to the citizens and community served within the Commonwealth that meet the goals and objectives of the Code of Virginia §32.1-111.3 in developing a comprehensive, coordinated, statewide emergency medical care system.

12VAC5-31-2870. Responsibilities of the Grantee.

- A. Grantee shall not discriminate in the provisions of its services or in the conduct of its business affairs on the basis of race, color, creed, religion, sex, national origin, or disability.
- B. Grantee must comply with these regulations. The grantee shall be responsible for ensuring that item(s) purchased in whole or in part with the use of the state moneys comply with these regulations.
- C. Grantee shall be responsible for the preparation and maintenance of proper accounting records that shall be maintained for a period of not less than five years from the end of the grant period.

Use of Funds

Funds must be used only for the specific items, service, or programs for which they were awarded, including any conditions placed upon a grant award. Should any audit reveal that funds were disbursed for item(s) not awarded funding, the grantee shall be held responsible for repayment, subject to possible enforcement actions under the Virginia Administrative Code or criminal prosecution.

Use of Funds (Cont.)

By signing this "Memorandum of Agreement" form the grantee attests that the award funds will be used as granted and meets all conditions placed upon the award.

Use of Funds (Cont.)

Sale, trade, transfer, or disposal, within five (5) years of vehicles or items specified by OEMS in the notice of award purchased in whole or in part with the use of state monies requires prior approval by OEMS. The date of the invoice submitted by the grantee determines the start date of the five year period.

Use of Funds (Cont.)

Funds must not be used for expenditures or commitments made before the date of the grant award or after the conclusion of the grant period. All items awarded funding must be ordered from the vendor within 60 days of the grant award; invoices for all items awarded funding must be submitted to OEMS within 5 months (150 days) of the grant award date. You must contact OEMS if your agency has encountered difficulties in meeting these deadlines. Grant periods conclude on either June 30 or December 31.

Use of Funds (Cont.)

Funds returned to localities under the Code of Virginia §46.2-694 and provided to the grantee cannot be used as the matching share of any grants pursuant to §46.2-694.

Use of Funds (Cont.)

Funds will not be approved or disbursed for:

- Leased equipment or vehicles,
- Equipment or vehicles secured by a lien,
- Guarantees or warranties,
- Used equipment or vehicles without prior approval,
or
- Fire suppression apparatus or law-enforcement equipment.

12VAC5-31-2920. Use of Funds

- A. Awards shall be made in accordance with § [32.1-111.12](#) of the Code of Virginia.
- B. Funds shall be used only for the specific items, service, or programs for which they were awarded and in accordance with any conditions placed upon a grant award.
- C. The grantee shall sign an agreement form attesting that the award funds shall be used as granted and the grantee meets all conditions placed upon the award.

12VAC5-31-2920. Use of Funds (cont.)

- D. Sale, trade, transfer, or disposal, within five years of vehicles or items specified by the Office of EMS in the notice of award purchased in whole or in part with the use of state moneys requires prior approval by the Office of EMS.
- E. EMS vehicles purchased with funding from the RSAF shall meet the current state and federal standards for the type of vehicle purchased.
- F. Funds shall not be used for expenditures or commitments made before the date of the grant award or after the conclusion of the grant period.

12VAC5-31-2920. Use of Funds (cont.)

G. Funds shall not be approved or disbursed for:

1. Leased equipment or vehicle;
2. Equipment or vehicles secured by a lien;
3. Guarantees or warranties;
4. Used equipment or vehicles without prior approval;
or
5. Fire suppression apparatus or law-enforcement equipment.

Ownership

The title for all equipment, including EMS vehicles, shall be in the name of the organization to which the award has been made or in the name of the local jurisdiction or government entity in which the organization is located. This requirement shall apply to the ownership of equipment purchased in whole or in part with the use of these funds.

12VAC5-31-2930. Ownership

All equipment, including EMS vehicles, shall be in the name of the organization to which the award has been made or in the name of the local jurisdiction or government entity in which the organization is located. This requirement shall apply to the ownership of equipment purchased in whole or in part with the use of these funds.

A copy of the title for each EMS vehicle shall be provided to the Office of EMS.

Improper Expenditures

An audit revealing expenditures not permitted by the conditions of the award will result in the grantee being required to reimburse OEMS on any funds received.

A grantee providing false, misleading or improper information to OEMS will be ineligible for future grants for a period of five (5) years and may be subject to additional investigation and enforcement by OEMS and/or criminal prosecution.

12VAC5-31-2960. Suspension of an Award

- A. The commissioner may suspend an award and all disbursements of funds attached pending an investigation and following an informal fact-finding conference as defined in the Virginia Administrative Process Act (§ [2.2-4000](#) et seq. of the Code of Virginia).

12VAC5-31-2960. Suspension of an Award (cont.)

B. There shall exist reasonable cause for suspension prior to such action by the commissioner. Such cause shall include:

1. Failure to comply with these regulations;
2. Violation of the terms of any conditions or agreements attached to an award; or
3. A reasonable belief by the commissioner that any such violations might otherwise continue unabated.

12VAC5-31-2960. Suspension of an Award (cont.)

- C. The Office of EMS shall notify the grantee of the suspension by certified mail to the last known address.
- D. A suspension shall take effect immediately upon receipt of notification unless otherwise specified. A suspension shall remain in effect until reinstated or revoked by the commissioner.

12VAC5-31-2970. Revocation of an Award

The commissioner may revoke an award and all disbursements of funds attached after an informal fact-finding conference as defined in the Administrative Process Act (§ [2.2-4000](#) et seq. of the Code of Virginia) or waiver thereof.

1. Cause. There must exist reasonable cause for revocation prior to such action by the commissioner.
2. Notification. The Office of EMS must notify the grantee of the revocation by certified mail to the last known address.
3. Period of effect. A revocation shall be permanent unless and until overturned on appeal.

Modification of an Award

Any changes of the award shall be permitted only by modification of the award, prior to the purchase of the award.

- The grantee must request in writing the specific modifications desired and the reasons and circumstances necessitating such a request to OEMS and granted prior to the purchasing of the equipment and/or the commencing of the courses/classes stated in the request.
- OEMS may modify, approve or deny the request for modification.

Award Modifications

Any changes in the project, including any changes in the approved item(s), shall be permitted only by modification of the award.

You can request a modification to your agency's award through E-GIFT. A modification request must include:

- A comment explaining the nature, rationale, and intended outcome of the modification
- An updated quote

Extension of Grant Period

The performance period may be extended, on a case by case basis, if significant barriers were encountered that delayed the ordering or equipment, or completion of required activities.

Extensions may be requested through E-GIFT, and must include a comment explaining the reason why it is necessary.

Award Requirements

Grants awarded under RSAF are required to submit an Equipment Status/Final Report Form to OEMS no later than sixty (60) days after the end of the grant period.

Grant awards for any vehicle or equipment must display the OEMS decal noting that funding was provided by OEMS.

- The decal for the vehicle is to be displayed on the rear window on the inside of the vehicle easily seen by the public.

Award Requirements (Cont.)

All agencies must be compliant with OEMS approved submission for EMS data including the minimum dataset and in the prescribed technical format as required by Virginia Code §32.1-116.1.

Any materials produced in whole or in part with state funds, shall contain the following statement: "Funding for this project provided by the Virginia Department of Health, Office of Emergency Medical Services."

Award Requirements (Cont.)

OEMS reserves the right to reproduce any funded projects for state-wide use. All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions developed in the performance of awarded state funds shall become the sole property of the Commonwealth. On request, the grantee shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the Commonwealth to evidence the Commonwealth's sole ownership of specifically identified intellectual property created or developed in the performance of the awarded state funds.

Award Requirements (Cont.)

Grantee must provide OEMS with a copy of the completed project as requested, such as print materials or video.

Award Requirements (Cont.)

Agencies using electronic patient care reporting systems (ePCR) with the capability to submit in realtime, including but not limited to, all ImageTrend, ZOLL, and emsCharts users, for version 2, must enable Auto-Post/Sync/ submit in real-time to VPHIB. Once an EMS agency has migrated to the version 3 EMS data standard (VAv3) all agencies using an ePCR systems will submit in real-time unless approved in writing by the OEMS. EMS data quality will not be assessed for 30 days after an EMS incident to allow resubmission of incomplete ePCRs.

Award Requirements (Cont.)

Agencies using ImageTrend, Zoll, or emsCharts EMS ePCR software products must submit EMS data to VPHIB using a Web-services connection for Virginia's version 2 EMS data standard submissions. Once the agency has migrated to the Virginia version 3 data standard (VAv3) all submissions to VPHIB must be submitted via Web-services.

Final Report & Closeout Activities

The Equipment Status/Final Report form is located in E-GIFT and must be submitted within 60 days of the end of the grant period (March 01, 2023).



Action Items

By March 01, 2022:

1. Sign MOA.
2. Order Equipment.
3. Register in eVA as a vendor.
 - If you are already a vendor, please check to make sure there are no discrepancies between the information on the W-9.
4. Fill out the Commonwealth Substitute W-9.

Remember! The information must match between your eVA account, W9, and grant documents!



Questions?

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